

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 78780  
Milwaukee, WI 53293-0780  
**FAX #:** (608) 267-0592  
**Phone #:** (608) 266-2112

**Office Location:** 1400 E. Washington Avenue  
Madison, WI 53703  
**E-Mail:** [DSPPSCredTrades@wi.gov](mailto:DSPPSCredTrades@wi.gov)  
**Website:** <http://dsps.wi.gov>

## **DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING**

### **INSTRUCTIONS FOR UDC CONSTRUCTION INSPECTOR APPLICATION**

#### **Requirements for Credential**

Per [Wis. Admin. Code § 305.63](#), no person may conduct the inspection of one- and two-family dwellings for the purpose of administering and enforcing [Wis. Admin. Code § SPS 320 to 322](#) unless the person holds a certification issued by the Department as a certified UDC Construction Inspector.

A person who inspects one- and two-family dwellings as a certified UDC Construction Inspector shall:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection report to the property owner or his or her agent;
- Make available to the Department upon request his or her inspection records.

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

A person may obtain a credential as a certified UDC Construction Inspector by **one** of the following methods:

##### **Method 1 – Examination**

Taking and passing the UDC Construction Inspector certification examination.

1. **Application and Fee:** The fee consists of a \$15.00 application fee and a \$25.00 exam fee. When the exam is passed the applicant will pay a \$40.00 prorated credential fee, based on a 4 year term from June 30<sup>th</sup>.
2. **Examination:** Select an exam date on Page 2. For additional information on exam content, please view the Department website at <http://dsps.wi.gov> under “Licenses, Permits, and Registrations” and select “Trades Professions.”

##### **Method 2 – Proof of Current Certification**

Submitting evidence of holding a current certification.

1. **Application and Fee:** The fee consists of a \$15.00 application fee and a \$40.00 prorated credential fee, based on a 4 year term from June 30<sup>th</sup>. The fee table on Page 1 includes both the application fee and prorated credential fee
2. **Current Certification:** Attach a copy of current Wisconsin Commercial Building Inspector certification.

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## DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

### APPLICATION FOR UDC CONSTRUCTION INSPECTOR CERTIFICATION

Under Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stats. § 440.12).

**PLEASE TYPE OR PRINT IN INK**

☐ Your name and address are available to the public. Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14).

**Last Name**

**First Name**

**MI**

**Date of Birth**

**Address (street, city, state, zip)**

**Daytime Telephone Number**

**Social Security #**

Your Social Security Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.

**Have you ever held a Trades credential in WI?** ☐ Yes ☐ No

If yes, list your credential number:

**Email Address**

**APPLICATION FEES:** Please check applicable box. Make check payable to DSPS and attach to this application.

☐ **I am seeking a Veteran Fee Waiver** (for Initial Credential Fee only, see below for further information)

☐ **Method 1 - Examination**

\$15.00 Application Fee

\$25.00 Exam Fee

**\$40.00 Total Fee Attached**

☐ **Method 2 – Proof of Current Certification**

(see Prorated Credential Fee Table below)

☐ **Reinstatement Fee (credential expired more than 4 years)**

(\$25.00 Late Renewal Fee + Method 1 or Method 2 fee)

**APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

☐ **Fee and Application** (including signature on Page 2)

☐ **Supporting Documentation for Method Applying by** (see Page i for instruction, i.e. proof of current certification)

☐ Is name on all credentials the same? If not, list former/maiden

name(s):

#### Prorated Credential Fee Table – Method 2

Select the month the application is mailed. The fee below includes both the application and credential fee.

<input type="checkbox"/> January - \$50.02	<input type="checkbox"/> February - \$49.19	<input type="checkbox"/> March - \$48.36	<input type="checkbox"/> April - \$47.53
<input type="checkbox"/> May - \$46.70	<input type="checkbox"/> June - \$45.87	<input type="checkbox"/> July - \$55.00	<input type="checkbox"/> August - \$54.17
<input type="checkbox"/> September - \$53.34	<input type="checkbox"/> October - \$52.51	<input type="checkbox"/> November - \$51.68	<input type="checkbox"/> December - \$50.85

**ARE YOU A VETERAN?** If yes, please view the Department website at <http://dsps.wi.gov> under “Licenses, Permits, and Registrations” and select “Military Benefits Related to Licensure for Eligible Veterans Services Members and Spouses” for eligibility requirements.

**If you qualify, are you requesting a waiver of your initial credentialing fee?** ☐ Yes ☐ No

If Yes, provide a copy of your Department of Veterans Affairs voucher code and list your DVA Voucher Code Number:

**You may contact the DVA at 1-800-WisVets or [www.WISVET.com](http://www.WISVET.com) for assistance in obtaining your DVA Voucher Code and/or documents related to your training.**

# Wisconsin Department of Safety and Professional Services

## TO SCHEDULE AN UPCOMING EXAM: METHOD 1

- Indicate a **first date choice (1)** and a **second date choice (2)** in the event one exam site is full.
- Submit the **fee and this application to the Department at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type.
- You will receive a letter from DSPS confirming your upcoming exam, including the time, date and location of the exam.
- If you need special accommodations, please contact us at [DSPSCredTrades@wi.gov](mailto:DSPSCredTrades@wi.gov).

<b>Select One:</b> <input type="checkbox"/> <b>A.M. (Starts at 8:00 a.m.)</b> <b>or</b> <input type="checkbox"/> <b>P.M. (Starts at 1:00 p.m.)</b>				
<b>Pewaukee – WCTC Education Center</b> 800 Main St., Pewaukee, WI 53072	<input type="checkbox"/> October 26, 2016	<input type="checkbox"/> November 9, 2016	<input type="checkbox"/> December 14, 2016	
	<input type="checkbox"/> January 25, 2017	<input type="checkbox"/> February 15, 2017	<input type="checkbox"/> March 8, 2017	<input type="checkbox"/> April 5, 2017
	<input type="checkbox"/> May 17, 2017	<input type="checkbox"/> June 21, 2017	<input type="checkbox"/> July 12, 2017	<input type="checkbox"/> August 23, 2017
	<input type="checkbox"/> September 27, 2017	<input type="checkbox"/> October 11, 2017	<input type="checkbox"/> November 8, 2017	<input type="checkbox"/> December 19, 2017
<b>Eau Claire – SleepInn Conference Center</b> 5872 33 <sup>rd</sup> Ave., Eau Claire, WI 54703	<input type="checkbox"/> February 2, 2017	<input type="checkbox"/> April 18, 2017	<input type="checkbox"/> June 6, 2017	<input type="checkbox"/> August 8, 2017
	<input type="checkbox"/> October 24, 2017	<input type="checkbox"/> December 6, 2017		
<b>Eau Claire – Best Western Plus Conference Center</b> 3340 Mondovi Rd., Eau Claire, WI 54701		<input type="checkbox"/> December 7, 2016		
<b>Appleton - Fox Valley Technical College</b> 1825 North Bluemound Dr., Appleton 54914	<input type="checkbox"/> November 22, 2016	<input type="checkbox"/> January 11, 2017	<input type="checkbox"/> March 21, 2017	<input type="checkbox"/> May 3, 2017
	<input type="checkbox"/> July 25, 2017	<input type="checkbox"/> September 12, 2017	<input type="checkbox"/> November 21, 2017	

**CONTINUING EDUCATION AND RENEWAL REQUIREMENTS:** Please view the Department website at <http://dsps.wi.gov> under “Licenses, Permits, and Registrations” and select “Trades Professions.”

### CERTIFICATION OF LEGAL STATUS:

I declare under penalty of law that I am (check one):

- ☐ A citizen or national of the United States, or
- ☐ A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

### CONTINUING DUTY OF DISCLOSURE:

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

### AFFIDAVIT OF APPLICANT:

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature:  Date:  /  /